

New Employee Entry Checklist

EMPLOYEE INFORMATION

Name:	Banner ID:
Start Date:	Hire Date:
Position:	Supervisor:
Department:	
Division:	
<input type="checkbox"/> New Employee <input type="checkbox"/> Transfer Employee	

All Employees

University Property: Complete and sign the Property Assignment form and file in department personnel file (list all property distributed; property may include: laptop or desk computers, cellular phones, iPads or other electronic devices, tools, emergency kits, etc.)

Review general administrative procedures.

- Office/desk/work station
- Keys
- Mail (incoming and outgoing)
- Shipping (FedEx, DHL, and UPS)
- Business cards
- Purchase requests
- Add work phone/address in SSB.

- Telephones
- Building access cards
- Conference rooms
- Picture ID badges
- Expense reports
- Office supplies
- Travel processes

Give introductions to department staff and key personnel during tour.

Tour of facility, including:

- | | | |
|----------------|-------------------|--------------------------------|
| • Restrooms | • Bulletin board | • Kitchen |
| • Mail rooms | • Parking | • Coffee/vending machines |
| • Copy centers | • Printers | • Cafeteria |
| • Fax machines | • Office supplies | • Emergency exits and supplies |

Review initial job assignments and any pertinent training plans.

Review job schedule and hours.

Review payroll timing and any relevant emergency departmental policies and procedures.

Hardware and software reviews, including:

- | | | |
|------------|---------------------------|-------------|
| • E-mail | • Microsoft Office System | • Databases |
| • Intranet | • Data on shared drives | • Internet |

Scheduled for and/or attended appropriate orientation (new employees only)

Advise employee of mandatory designation in regards to Adverse Weather Policy:

Mandatory Non-Mandatory

SHRA/CSS Employees only:

Review Job Description, Core Work Values, and Employee Expectations via PeopleAdmin.

EHRA (Faculty, Non-Faculty Instructional or Research, SAAO) Employees only:

Meet with Chair and/or Supervisor to discuss responsibilities.

Review position responsibilities and performance expectations and standards.

This completed form should be maintained in the employee's departmental personnel file.

Employee Signature:

Date:

Supervisor Signature:

Date: